



Justification for Named Individual

**Preparer Note:** This form is completed and signed by the requester of the named individual and his/her manager (Group Leader or above) and submitted with the request.

<b>Name:</b> (proposed named individual)	<b>Requester:</b> (name/group)
Number of Days per 12 Month Period Proposed	Proposed Term (number of years)
<p>1. Provide a detailed justification for the need for the named individual and for the proposed term. The justification should be a detailed explanation for why this specific person is needed. It should not be a summary of his/her resume. Rather, the justification needs to include: 1) The unique skills of the individual, 2) Previous experience with his/her performance, 3) How you found out about the person and their unique skills, and 4) Why another individual (either LANS employee or other outside source) cannot complete the task.</p>	
<p>2. Describe why the work to be performed by the named individual is essential to support the Laboratory's mission or program objectives.</p>	
<p>3. Did a federal program sponsor request LANS to obtain the services of the named individual under a subcontract or task order? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the following information:</p> <p>Name of federal program sponsor: _____</p> <p>All correspondence from federal program sponsor (attachment)</p>	

4. Describe any relationship ( <i>i.e., personal, family, business</i> ) you have with the named individual. List below or indicate "NA" if none.		
5. Describe any relationships ( <i>i.e., personal, family, business</i> ) between the named individual and the LANS employees they will be working with. List below or indicate "NA" if none.		
6. Describe any relationships ( <i>i.e., personal, family, business</i> ) between the named individual and DOE/NNSA employees. List below or indicate "NA" if none.		
7. Describe any relationships ( <i>i.e., personal, family, business</i> ) that you are aware of between the named individual and any other LANS employee not previously discussed. List below or indicate "NA" if none.		
Requester's Signature	Printed Name	Date
Group Leader Signature ( <i>or higher manager signature if Group Leader is requester</i> )	Printed Name	Date

Note: All NIRT requests must be signed by the requester's manager which at a minimum must be a Group Leader. The manager's signature serves to validate the need for the named individual to include concurrence with the justification for the named individual.